

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-012 **Issue Date:** 01-15-16 **Closing Date:** 02-05-16

Substitute Teacher Assistant
(7) Seven Positions
Yakama Nation Head Start
Department of Human Services
Hourly Wage: \$12.58/Regular/Part-Time/Intermittent/On-Call
Location: Toppenish, Wapato, White Swan
2015-2016 School Year

Incumbent is responsible to assist a classroom teacher involving instruction and supervision of young children in an early childhood setting. Assists to provide high quality, integrated services to children and their families that leads to the overall development of the children enrolled in the Head Start program. Work is performed in conformance with the Head Start Performance Standards.

Knowledge, Skills, and Abilities:

- Knowledge of Head Start Performance Standards and Yakama Indian Nation Personnel Policies and Procedures.
- Knowledge of Child Development Associated (CDA) competencies.
- Knowledge of historical/cultural background of the Yakama People.
- Ability to adhere to applicable rules, policies and procedures.
- Ability to maintain standards of professionalism, in dress, appearance, attitude and presentation at all times.
- Ability to maintain standards of professionalism in terms of confidentiality and work ethic.
- Ability to communicate effectively with individuals and groups, both orally and in writing.
- Ability to operate necessary equipment such as a computer, telephone, copier, fax, laminator.
- Ability to be flexible in work schedule and assignments.
- Ability and willingness to participate in staff development activities.
- Ability to sustain long periods of standing, walking, stooping, and kneeling.
- Ability to lift up to 50 lbs.
- Ability to articulate clearly, hear, and see.
- Ability to use hands to finger, handle, feel, or operate objects and equipment, and reach with hands and arms.

General Recruiting Indicators:

- Must possess a Child Development Associate (CDA) credential and be enrolled in coursework to obtain an associate Degree in Early childhood Education, subject to a trainee development program, OR must possess an associate Degree in related field with coursework relevant to early childhood education.
- Must have 6-months experience working with young children.
- Must pass a pre-employment drug and alcohol test.

Necessary Special Requirements:

- Must possess a valid WA State Driver License with ability to acquire a Tribal Drivers permit.
- Must possess First Aid/ CPR and Blood Borne Pathogen Certificate or obtain one within 6 months of hire.
- Must possess a current Food Handler's Card or be able to obtain one within 6 months
- Preference given to current and former Head Start parent(s)
- Criminal background clearance.
- Clearance of Fingerprint check and state criminal background check where appropriate.
- Current medical/physical examination, including (TB) skin test.

Employment is conditional upon elected Policy Council approval